

**ENGINEERING AND RELATED SERVICES
DECEMBER 2, 2011**

**STATE PROJECT NO. H.001779
F.A.P. NO. STP-0800(507)
RED RIVER BRIDGE AT JIMMIE DAVIS HIGHWAY
ROUTE LA 511
CADDO AND BOSSIER PARISHES**

DBE GOAL = 10%

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant will be selected for this Contract.

Project Manager – Mr. Ezekiel Onyegbunam

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will prepare an Environmental Assessment (EA) in accordance with the National Environmental Policy Act (NEPA), as amended, and the Federal Highway Administration's regulations and guidelines, and other applicable laws for LA 511 from LA 1 to US 71. The segment of this roadway crosses the Red River. The selected Consultant will perform the environmental analysis, evaluation, and documentation of the social, economic, and environmental impact of all the alternatives, including the No-build alternative in order to prepare the EA and other related documents for the project, in accordance with the NEPA.

The Jimmie Davis Bridge is the southernmost crossing of the Red River in the metropolitan area of Shreveport and Bossier City. Stage 0 feasibility study and environmental inventory for this project was done in September 2009.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 1: Planning/Environmental
Part III: Environmental Assessment (EA)

The selected Consultant will provide all services required for Stage 1 Study, Line and Grade Study (for the Preferred Alternative), and Environmental Impact Statements, resulting in Finding

of No Significant Impact (FONSI). This will include the analysis, evaluation, and documentation of the proposed project alternatives using 2016 as the implementation year and 2036 as the design year. As needed, surveying, data collection, and line and grade studies for the selected alternative shall be developed to a sufficient level of detail to obtain the FONSI.

ENVIRONMENTAL IMPACT STATEMENTS

The FONSI will be prepared in accordance with the requirements of the latest amended edition of the NEPA, and written in accordance with the current applicable Federal Highway Administration (FHWA) technical advisory and guidance addressing the potential social, economic, and environmental impacts of the proposed project.

THE FOLLOWING MEETING BETWEEN THE DOTD AND THE CONSULTANT WILL BE HELD:

- 1 A Kickoff Meeting will be held after the Notice to Proceed (NTP) has been issued to discuss schedules, invoices and procedures.

THE CONSULTANT PROJECT MANAGER WILL:

- 1 Assist the DOTD in the coordination with the municipalities, local authorities, Regional Planning Commission (RPC), Parish Governments, elected officials, and Federal and state agencies affected by the project. The DOTD Environmental coordinator shall be consulted and briefed on all meetings and correspondence resulting from these efforts.
- 2 Involve the DOTD, through the DOTD Environmental Coordinator, in all decisions not clearly governed by DOTD policies, and other applicable Federal and state laws or environmental guidelines.
- 3 Furnish all required reproductions, such as graphical exhibits, in duplicates.
- 4 Submit to the DOTD Environmental Coordinator monthly email and written progress reports.
- 5 Notify the DOTD Environmental Coordinator one week in advance prior to the beginning of any field work.

PURPOSE AND NEED FOR ACTION

The purpose and need for the proposed action shall be discussed in the EA.

ALTERNATIVES

The DOTD will provide the alternatives that were included in the feasibility study. All alternatives considered in the feasibility study will be discussed in the EA. Only alternatives that meet the project's purpose and need will be considered reasonable. If any alternative is dismissed at an early stage, the reasons for the dismissal shall be discussed in the EA. The alternatives shall address the purpose and need of the project. These alternatives, including the no-build, will be described and analyzed in the environmental document. The Consultant will develop typical sections and estimate the required right-of-way for the different alternatives. The

estimated right-of-way takings will be used in analyzing the various impacts of the alternatives and for estimating costs. Exhibits depicting the alternatives and estimated right-of-way takings will be prepared for the Public Meeting and Hearing. Aerial photography is preferred as a basis for the exhibits. Local landmarks and major features will be labeled to assist in interpreting the exhibits.

IMPACTS

Analysis of each alternative, including the No-build will be made and discussed in the EA. Items to consider include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historic, cultural, recreational, archaeological, noise, air, hazardous waste sites, wetland, floodplains, farmland, and endangered or threatened species and/or their habitat. Some of these items may require the production of a separate document in addition to the analysis in the EA. Potential mitigation measures designed to reduce or alleviate impacts will be discussed in the document.

WETLANDS

Wetlands in the project area will be identified and delineated utilizing the latest appropriate US Army Corps of Engineers (USACE) guidelines. A Wetland Finding, using latest FHWA criteria will be written. Information referenced may include infrared photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Referenced information will not substitute for an on-site field determination which will be made. Acreage of wetlands impacted for each alternative will be calculated and exhibits suitable for reproduction indicating the limits of wetlands in the area affected by the project will be made. These results will be in the form of a wetlands report produced by the consultant. Photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a USGS quadrangle sheet as well as a layout map with the station numbers noted.

WETLAND RESERVE PROGRAM (WRP)

The consultant will coordinate with the National Resources Conservation Service (NRCS) to determine the location of any WRPs in the project area. If the project impacts a WRP property, the consultant will notify the Department immediately. Attempts will be made to avoid these areas. All WRPs in the area will be mapped in the EA.

ENDANGERED & THREATENED SPECIES

During field surveys, a search will be made for those threatened and/or endangered species suspected to be in the area, and/or for their habitat. A biological report will be written indicating the method utilized in the survey and the resulting conclusions and recommendations. All coordination with other agencies will be through the DOTD Environmental Section (ES), or with their expressed approval.

SCENIC STREAMS

A Class B Scenic Stream permit application, if required, will be prepared for each scenic stream in the project area, by the consultant.

ENVIRONMENTAL SITE ASSESSMENT

A phase 1 Environmental Site Assessment (ESA) will be performed for this project in accordance with the ASTM Standards E 1527-05. The phase 1 ESA has four components: Records Review, Site Reconnaissance, Interviews, and Report. The consultant will meet with the DOTD Environmental Section's Project Coordinator if Recognized Environmental Conditions (RECs) are discovered. Results of site evaluations, findings, conclusions, and opinions concerning the site's impact will be provided in the ESA.

NOISE AND AIR QUALITY

Noise samples will be taken and the current FHWA approved noise model (FHWA TNM Version 2.5) will be used. As the project area is not positioned within a non-attainment zone, the consultant will include in the EA, a discussion on the impacts to air quality for similar projects and compare the results to this project area. This information will be presented in a noise report prepared by the consultant. The noise study will be conducted in accordance with DOTD's latest approved noise policy.

CULTURAL RESOURCES, ARCHAEOLOGICAL/ HISTORIC PROPERTIES (106 & 4(F))

After initial coordination with the DOTD and the State Historic Preservation Officer (SHPO), a survey will be made for the proposed action area to determine the presence of National Register eligible archaeological sites, both historic and prehistoric, as well as any standing structures or other places or objects, including bridges, eligible for listing on the National Register of Historic Places (NRHP). The survey will meet the current standards of the Louisiana Standard of Archaeology. All research and documentation necessary to comply with Section 106 and 4(f) will be prepared by the consultant (i.e., Preliminary Case Reports, Cultural Resources Survey report, Documentation for a Determination of No-Adverse Effect or Adverse Effect, Section 4(f) Statements.). All coordination with the SHPO's office will be through the ES or with their express approval. Two copies of an unbound typed updated site form for each site and two copies of unbound typed updated Louisiana Historic Resource Inventory forms (with original black and white photographs affixed to the forms) for each standing structure, will be submitted to the DOTD's ES.

SOCIO-ECONOMIC AND ENVIRONMENTAL JUSTICE

Impacts to land uses and community services along each alternative shall be addressed in the EA along with the social and economic impacts to the community, including any potential impacts to Title VI properties. Relocation impacts shall be confirmed via field surveys as well. A Conceptual Stage Relocation Plan shall be prepared and submitted to the ES if relocation is

involved. Cost estimates for the number and type of relocations or displacements (including number of persons in the household, ethnic affiliation, and approximate income level), right-of-way, construction costs, etc, shall be included in the document. Also, to be included in the documents are the type and estimated value of housing and the location and quality of available replacement housing. For businesses, the location and type of business to be displaced will be documented as will the ethnic affiliation of the owner, the number of employees and their ethnic affiliation, bypassed businesses if applicable, and a listing of available commercial buildings and sites. This estimation of costs of required right-of-way and relocation assistance will be submitted to the ES's project coordinator for review.

RECREATIONAL SOURCES (SECTIONS 4(F) AND 6(F))

All public-owned recreational and public-owned park land, wildlife and waterfowl refuges, and historic sites will be identified and delineated. Research, analysis, and documentation of compliance with Section 4(f) of the Department of Transportation (DOT) Transportation Act will be done by the consultant. Use of Land and Water Conservation Funds will be identified by the consultant. If such resources are present, the consultant will prepare all documentation for coordination with appropriate agencies.

PUBLIC MEETING

At least one Public Meeting will be required for this project. If additional Public Meetings are required, these will be added at the discretion of DOTD and FHWA. All arrangements for the Public meeting(s), including location, time, preparation of notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts, will be made by the consultant, subject to the ES's approval. The consultant will advertise the notice of the Public Meeting(s) (Upon the Department's approval of the notice) in the newspaper(s) as well as other media agreed upon by the DOTD. The text of the notice will be provided to the ES's project Coordinator for review at least one (1) month prior to the anticipated Public Meeting(s) date. Public Meeting exhibits, handouts, and technical presentations will be supplied to the ES's project coordinator one month prior to the Public Meeting(s) date.

The Public Meeting(s) will be conducted by the consultant. The consultant will have knowledgeable informed staff present at the Public Meeting(s) to address the queries of the Public in regard to environmental, engineering and other project related issues. As the purpose of the Public Meeting(s) is to assist the public in understanding how the project fits into, and impacts their community, exhibits aiding in the visualization of the project at the Public Meeting(s) will be the responsibility of the Consultant. Such visualization methods shall be submitted to the ES's project Coordinator one month prior to the Public Meeting(s). The consultant will record and prepare a verbatim transcript of the Public Meeting(s).

OTHER

Other items that will be evaluated and coordinated with the appropriate agencies include, but are not limited to, prime farmland, sole source aquifers, 100 year floodplain, and water wells. Some

of these items utilize standard forms and others utilize letters or permit applications. Items of special or local interest should also be noted and evaluated within the context of the project.

REVIEW OF DRAFT EA

The EA shall be written in accordance with FHWA's guidelines. Ten (10) copies of the review document will be provided to the DOTD's ES for their review and comments. For each revision, an additional ten (10) documents will be required. All comments will be addressed by the consultant prior to the ES issuing approval to print the EA for public distribution. Distribution of the Draft EA will be the responsibility of the Consultant. The ES's project coordinator will provide the consultant with the mailing list to be used for distribution of the Draft EA.

ENVIRONMENTAL ASSESSMENT DOCUMENT

The EA document will be typed, single spaced, on 8.5 x11 inch paper with inside margins of not less than 1 inch wide. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. Exhibits utilizing the 8.5 x11 inch format are preferred. The Consultant's name and logo shall not appear on the cover of the document. They can appear, however, on the inside cover sheet in a size not to exceed the DOTD's name and logo. A copy of the Final EA with the FONSI will be provided in the pdf file format.

PUBLIC HEARING

After approval by the DOTD's ES and FHWA, the Draft EA will be made available to the public and a Public Hearing will be scheduled. All arrangements for the Public Hearing, including location, time, preparation of notice, preparation of appropriate exhibits, preparation of technical presentation, and handouts will be made by the consultant, subject to the ES's approval. The Consultant will advertise the notice of the Public Hearing in the newspaper(s) as well as other media agreed upon by the DOTD. The text of the notice, including the project map, will be provided to the ES project coordinator for review at least one (1) month prior to the anticipated Public Hearing date. Public Hearing exhibits and the Public Hearing technical presentation will be supplied to the DOTD's ES project coordinator for approval prior to the Public Hearing date. The scale ratio of the exhibits for the Public Hearing must be approved by the ES.

The Public Hearing will be conducted by the Consultant. Preparation of a handout for distribution to interested stakeholders present at the meeting will be the responsibility of the Consultant. This handout will be submitted to the ES's project coordinator one month prior to the scheduled Public Hearing. The Consultant will have knowledgeable informed staff present at the Public Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues. The consultant will record and prepare a verbatim transcript of the Public Hearing.

PUBLIC HEARING & ENVIRONMENTAL DOCUMENT COMMENTS

All comments received during the commenting period on the EA including those received at the Public Hearing, will be addressed in the Final EA document by the consultant. After approval by the DOTD's ES of the final document and issuance by FHWA of the FONSI, the EA with FONSI will be distributed by the consultant. The ES's project coordinator will provide the mailing list to be used for distribution of the FONSI.

ALTERNATIVES DEVELOPMENT AND SCREENING:

The DOTD will provide design plan sheets which include the geometric layouts of the alternatives examined in the Stage 0 Feasibility study. These alternatives will be discussed in the environmental document. Consultant will review the stage 0 Feasibility study and coordinate with the author as needed. The Consultant will also review all other historical project information, including but not limited to As-built plans, field books, past meeting notes, etc., as needed to gain a complete knowledge of the project.

CONFIRMATION OF DESIGN CRITERIA:

The Consultant shall confirm/refine if necessary the design criteria being used. Elements to include will be; the roadway functional classification, design speed, lane widths, minimum horizontal curvature, minimum side slopes, horizontal clearance distances, minimum vertical clearance distance, maximum roadway grade, minimum length of vertical curves, K-values for stopping site distance for the design speed, width of shoulders, etc. The Consultant shall prepare a table of design criteria to be included in the report documenting the design criteria that will be used in developing the roadway geometry. The design criteria will be based on the DOTD's minimum design guidelines for the recommended and approved roadway classification. The Consultant shall submit the design criteria to the DOTD for review and approval.

CONFIRM/REFINE TYPICAL ROADWAY AND BRIDGE SECTIONS

The consultant shall confirm/refine, if necessary, the typical roadway and bridge cross sections. The typical sections vary by location along the proposed route due to traffic volumes, level of service, design criteria selected, access control, median and shoulder treatments, and intersection treatment. The consultant shall submit the roadway sections to the DOTD for review and approval.

CONFIRM/REFINE ALTERNATIVE DESIGN FOR THE EA

The Consultant shall research, review, refine, and develop, if necessary, the preliminary designs of up to three (3) project alternatives (design alternatives) considered to be reasonable and feasible on the LA 511 Jimmie Davis Red River Bridge. The alternative designs should include but not limited to horizontal and vertical geometry, bridge length/span requirements, vertical clearance requirements, an estimate of the construction and right-of-way limits, and other information necessary to fully evaluate the impacts of each alternative.

Vertical Alignments for the preliminary designs included in the feasibility study can be provided. A vertical alignment study shall be performed by the consultant for each project alternative. For each vertical profile, the consultant shall demonstrate the necessary vertical clearance over the Red River waterway, various levees within the limits of the project and any railroad crossings. The DOTD will review and approve the material provided by the consultant of the conceptual geometry for the alternatives.

UTILITY/ROW/HYDRAULICS REVIEW

The Consultant will conduct a site visit of the proposed alternative alignments to identify potential restrictions to construction, existing drainage structures, utilities, and existing roadway geometry; obtain data for labeling base maps; and, determine high water elevations and existing roadway elevations

The Consultant will contact the utility companies within the project limits to inform them of the status of the current study. The Consultant will work with the companies to identify all utilities and planned utility improvements that may be affected. Major underground privately-owned pipelines will be identified. Information gathered through the field review, coordination, and research will be shown on the plans and annotated on base maps. The consultant will depict right-of-way impacts. The Consultant will perform a desktop review of existing hydrologic conditions. The Consultant will assess the need to revise or incorporate new drainage structures, and integrate new drainage features into mapping and in files.

COST ESTIMATES

The Consultant will prepare a cost estimate for each of the alternative alignments for inclusion in the document, including construction costs, ROW acquisition/relocation costs, utility costs, and utility relocation costs. Roadway costs shall be based on the DOTD bid items and unit costs. Bridge costs shall be based on the costs per square foot for similar bridge work. Costs of mitigation measures, upon the DOTD's approval, will be estimated, if measures are specific and data are available.

REASONABLE AND FEASIBLE ALTERNATIVE RECOMMENDATIONS

The Consultant will make recommendations to the DOTD as to other reasonable and feasible alternatives that should be included in the EA and those that should be dropped from further consideration. The recommendations will be based on analysis of the alignments, cost estimates for the alignments, alternate construction methods, roadway constructability, and maintenance of traffic and access during construction. The Consultant will prepare a brief comparative analysis of the preliminary alternatives that are found to be reasonable and feasible to evaluate in the EA. The Consultant will coordinate the alignments included in the EA with USACE and other Federal and state agencies. Up to two preliminary build alternatives will be evaluated in detail for human and natural environmental impacts, preliminary construction costs, and engineering characteristics. The Consultant shall submit the proposed preliminary build alternatives to the DOTD for review and approval. Those alternatives eliminated from further study will be identified and reasons for their elimination will be discussed in the EA.

PREFERRED ALTERNATIVE DESIGN

The consultant will prepare a summary report that outlines the alternatives studied in detail along with their advantages and disadvantages. The report will be submitted to the DOTD for the selection of a preferred alternative. A recommended alternative will be presented in the report by the Consultant.

PREPARATION OF ENGINEERING REPORT AND EXHIBITS FOR THE EA

The consultant will prepare an engineering report with the findings of the design and engineering analysis, including drainage evaluations and cost estimates of the alternative alignments. Ten (10) copies of the report will be submitted to the DOTD for review and comments. The consultant will address comments and submit 10 copies of the final report. Also one electronic copy of the final report will be provided.

Additionally, mapping provided in the report and at public meetings will be developed at two scales. For portions of the alignments routed through undeveloped areas, a scale of 1"=300' will be utilized. For those locations where continuous vertical geometry is provided, a map scale of 1"= 100' will be utilized. The alignment mapping will be plotted over an area background photograph base and will be annotated with: existing and required ROW; horizontal geometry; stationing; cross road improvements; major utilities; transportation and land use features; natural environment features; and other call-outs sufficient to communicate potential project impacts.

ITEMS TO BE ADDRESSED IN THE LINE AND GRADE STUDY

The Consultant will be responsible for undertaking the line and grade study which will include, but not be limited by, the following:

1. Development of typical roadway and bridge sections
2. Establishment of design criteria (including but not limited to)
 - a. Design class and design speeds
 - b. Lane widths
 - c. Minimum horizontal curvature
 - d. Maximum and minimum side slopes
 - e. Horizontal and vertical clearances
 - f. Maximum roadway grade
3. Factors for design consideration
 - a. Alignment development in accordance with Department guidelines
 - b. Required lane configuration for an acceptable Level of Service
 - c. Develop horizontal geometry
 - d. Develop vertical geometry and set minimum roadway grade
 - e. Identify major drainage structure locations
 - f. Establish approximate Right-of-Way limits
 - g. Develop a list of impacted improvements
 - h. Develop cost estimates for Right-of-Way, Utility relocations, and construction
4. Horizontal alignment
 - a. A preliminary horizontal alignment study will be prepared for the

preferred alternative. The alignment should consider major utility conflicts, major drainage structures, existing roadway/bridge geometry, super elevation, and sight distance issues. The final refinement to the alignment will be adjusted based on a constructability review. The final alignment should consider:

- i. Existing roadway and bridge conditions
 - ii. Maintenance of traffic
 - iii. Location of utilities
 - iv. Environmentally sensitive areas
 - v. Topographical features
 - vi. Developed properties
 - vii. Urban constraints
 - viii. Railroad crossing
- b. A plan view of the preferred horizontal alignment will be prepared on aerial photography. The following geometric data will be displayed on the plan:
- i. Curve lengths (L)
 - ii. Tangent lengths (T)
 - iii. Curve radii (R)
 - iv. Super elevation rates and transition lengths
 - v. Estimated R/W limits
 - vi. Control of Access limits (if applicable)
 - vii. Intersection and/or schematics

5. Vertical Alignment

- a. A vertical alignment study will be prepared for the preferred alternative. The vertical alignment should consider above ground and below ground utilities, major drainage or structure locations, overpass clearances, etc.
- b. A profile view of the preferred vertical alignment will be prepared on aerial photography. The following geometric data will be displayed on the profile
- i. Vertical grades
 - ii. P.V.I. locations
 - iii. Length of Vertical curve (V.C.)

GEOMETRICS

The Consultant will be responsible for reviewing the design criteria and geometric layout to determine what changes are necessary to comply with the current edition of the AASHTO policy on Geometric Design of Highways and Streets and the design guidelines signed by the DOTD Chief Engineer on December 4, 2009.

- 1) The project must be reviewed to determine what revisions are necessary to comply with new standards. The Consultant will also revise the typical sections and/or vertical alignment to match the appropriate DOTD design

guidelines; this will include either a depressed median and/or a new alignment.

In accordance with directives from the Chief Engineer, the default typical section on multi-lane highways should include a divided median (raised or depressed) instead of a TWLTL. Unless a written design exception/approval has been granted for the inclusion of a TWLTL, the entire length of this project should have a raised or depressed median.

The Stage 0 report classified some sections of this project as rural and some sections as urban. The consultant will make sure that alternate alignment follows the DOTD design guidelines.

ITEMS TO BE ADDRESSED IN THE TRAFFIC STUDY

The Consultant will update the existing Traffic Study done in the 2009 Stage 0 Report from the build/design years of 2011/2031 to 2016/2036 for the two (2) original build alternatives and the no-build alternative. Year 2016 traffic volumes will be derived by interpolating between year 2011 and year 2031 volumes used in the Stage 0 Report. Year 2036 traffic volumes will be derived by extrapolating from year 2011 and year 2031 volumes used in the Stage 0 Report. These traffic volumes will then be analyzed by using HCS+ (Highway Capacity Software) at locations similar to those in the Stage 0 Report. For the one (1) additional build alternative, the consultant will work with the DOTD Transportation Planning Section and/or the Bossier Council of Governments Metropolitan Planning Organization (BCOG MPO) to develop the 2016 build year and 2036 design year traffic volumes.

MISCELLANEOUS

The Consultant shall notify the DOTD Environmental Section when field work begins and ends. The Consultant will also update the DOTD Environmental Section monthly as to their progress in the field.

All reference materials utilized will be noted and an accurate and complete bibliography supplied to the DOTD with the draft and final documents. Accessibility and location of all reference material or otherwise not easily accessible material will be noted (i.e., library location, etc.). Utilization of unpublished material or otherwise not easily accessible material will be specifically coordinated with the DOTD Environmental Section prior to its use in the document.

On all correspondence with the DOTD Environmental Section, the Consultant will use all applicable state project numbers (i.e., engineering and construction), along with the project name, route number, parish, and federal aid project number. The consultant shall provide the DOTD Environmental Section with a monthly progress report. The report will include the estimated and actual date of completion of each task to be performed. The Consultant will use the Department's standard form for invoicing.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

ITEMS TO BE PROVIDED AND SERVICES TO BE PERFORMED BY DOTD

The DOTD will provide copies of or access to maps, surveys, plans, right-of-way information and/or any other pertinent information, in its files which may assist the Consultant in performing this work.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **365 calendar days**. The delivery schedule for all project deliverables shall be negotiated and approved by the DOTD Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of the notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements, and revisions of the following:

- 1 LADOTD Roadway Design Procedures and Details Manual
- 2 LADOTD Bridge Design Manual
- 3 LADOTD Hydraulic Manual

- 4 LADOTD Standard Specifications for Roads and Bridges
- 5 LADOTD Environmental Impact Procedures
- 6 AASHTO Guide for the Development of Bicycle Facilities

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

- 1 At least one of the Principals of the firm shall be professionally competent in the preparation of NEPA documents.
- 2 The Principal or a responsible member of the consultant firm must have a minimum of five years experience in responsible charge of the preparation of NEPA documents for the Federal Highway Administration (FHWA), including preparation of a previous Environmental Assessment. This individual shall have completed “NHI Course No. 142005, National Environmental Policy Act and Transportation Decision Making” or its equivalent.
- 3 The Prime Consultant must also employ, on a full-time bases, or through the use of a Sub-Consultant(S):
 - a. One environmental professional with a minimum of three years experience with highway traffic noise analysis.
 - b. One wetland biologist with a degree in biology or a related field and a minimum of three years experience in wetland delineations.
 - c. One Principal Investigator for the archaeological work who must meet the Archaeological Qualifications as published in the *Louisiana register* on April 20, 1994.
 - d. Ecological, archaeological, and other environmental professionals as required for the performance of a significant portion of this work.
 - e. One Professional Civil Engineer registered in the State of Louisiana with a minimum of ten years of experience in bridge design.
 - f. One professional engineer registered in the State of Louisiana with a minimum of three years experience in traffic analysis, certified as a Professional Traffic Operation Engineer (PTOE).
 - g. One professional Civil Engineer registered in the State of Louisiana with a minimum of five years experience in roadway design.
 - h. One Professional Civil Engineer registered in the State of Louisiana with a minimum of three years experience in planning and design of bicycle facilities, and knowledge of AASHTO recommended guidelines for planning, design and operation of bicycle facilities.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;**
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

** The NEPA Studies (EN) performance rating will be used for this project.

Complexity Level (**moderate**)

Consultant will be evaluated as indicated in items 1-6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member rating will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Ezekiel Onyegbunam – Project Manager
3. Ryan Reviere
4. Paul Vaught, III
5. Fred Borne
6. Lawrence Hamm

Rules of Contract (Title 48 Engineering And Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process.

The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contract includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator.
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contract between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD's designated representative on the LA DOTD website. Any official correspondence will be in writing:
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

DBE/WBE - The selected Program Manager/Team will have a DBE/WBE goal of 10% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD approved certification list at time of submittal.

The selected Consultant/ Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In the Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the names(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-203 will be identified with **State Project No. H.001779**, and will be submitted **prior to 3:00 p.m. on Monday, December 19, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, Room 405-T
Baton Rouge, LA 70802-4438
Telephone: (225) 379-1401

REVISION TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or in part, all Qualification Statements submitted, and /or cancel this announcement if it is determined to be in the DOTD’s best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.